



Task Force to Joint Committee on Educational Facilities

4100 Richards Road North Little Rock, AR 72117

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Dear Design Professional:

These are exciting times as the State of Arkansas has undertaken the initial steps to repair and rebuild its public K-12 school facilities. The first step in this process is to assess and document the current state of condition of all Arkansas K-12 school facilities. The DeJong Group has been selected to serve as the states Program Manager in overseeing this assessment.

Attached please find a Notice that describes the types of expertise we are seeking, the qualifications necessary and the submission requirements. This is the first step of a process that will create a new generation of Arkansas schools. As design professionals, you will play a critical role in this effort. We strongly encourage all interested firms to submit statements of qualifications.

We look forward to working with you on this important endeavor.

Sincerely,

Randall A. Fischer

NOTICE FOR ARCHITECTURAL / ENGINEERING / PROFESSIONAL SERVICES

The State of Arkansas, Bureau of Legislative Research invites interested parties to submit sealed Statements of Qualifications for professional services in **Educational Facility Assessment**. Interested Firms should reply with a statement of qualifications, as described below, **no later than 4:00 p.m. on Friday, April 2, 2004**.

Interested firms will be required to provide assessment team(s) of sufficient size and experience to correctly and efficiently assess the present state/condition of Arkansas public K-12 school facilities. Assessment teams will be required to assess the following: all architectural and educational building components; mechanical, electrical, plumbing, structural and civil engineering components as further described in the "Scope of Work" also found at this website. Separate qualification statements are also being sought for the following specialty areas on an as needed basis: hazardous materials, environmental and life safety. **Each assessment team must be comprised of at least one licensed Architect experienced in school facilities and at least one licensed Engineer experienced in civil, structural, mechanical and electrical engineering for school facilities. Both shall be licensed to practice in the State of Arkansas.**

Firms selected shall be coordinated by the Task Force to Joint Committee of Educational Facilities and its Program Manager. The Task Force will provide the assessment software and software training. Assessment Services contracts will be issued for separate geographic areas of the State. Fees will be based on the total amount of square footage assessed and be inclusive of all expenses. The anticipated performance period of the assessment training and data collection is May 15, 2004 through September 2004. Firms may provide single or multiple assessment teams. Firms should expect to provide assessment teams "full time" for the duration of the project. It is expected that the assessment teams will need to assess approximately 80,000 – 100,000 square feet of space per day. Assessment assignments, coordination and direction will be provided by the Program Manager.

Statements of qualifications should include the name and location of the firm, number of years in business and firm history; the types of specialty services offered, the education and experience of the teams personnel, the technical expertise of the firm's proposed team members; the firm's experience in performing assessments of educational facilities, availability of staff, the firm's equipment and facilities, general and professional liability insurance coverage's, current or ongoing projects and similar-assignment references. The format of the statement of qualification is within the discretion of the firm.

The evaluation of the statement of qualifications will be based primarily on the following: (1) competence of the firm to perform the required services as indicated by the technical training, education and experience of the firm's personnel who are to be assigned to perform the services; (2) ability in terms of workload and availability of qualified personnel, equipment, and facilities to perform the required services competently and expeditiously; (3) experience of the firm with K-12 school facilities assessment projects; (4) past performance as reflected in evaluations of previous clients with respect to factors such as: quality of work and meeting deadlines; (5) other similar factors.

The Task Force and its Program Manager will evaluate the statements of qualifications and will interview individual firms to further determine qualifications, availability of resources and other factors. The number of contracts awarded is within the discretion of the Task Force.

Four (4) copies of the firm's statement of qualifications shall be enclosed in an envelope, sealed, addressed and mailed to Randall A. Fischer, Program Manager for the Task Force to Joint Committee on Educational Facilities, 4100 Richards Road, North Little Rock, Arkansas, 72117, and plainly marked on the outside "PROFESSIONAL SERVICES RFQ." Sealed statements of qualifications shall be submitted no later than **4 p.m., April 2, 2004**. Any responses received after the deadline will not be accepted.

Questions can be emailed to info@arkansasfacilities.com. Questions and answers will be posted in the FAQ section of the website.



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